

**\*\*\*This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.\*\*\***

## **Training and Experience Evaluation**

### **Research Manager 2 and 3 (General)**

### **Consortium**

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

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#### **Number of Questions: 1 – 9 (Research Manager 2 and 3) and 10 – 13 (Research Manager 3 only)**

To answer all the test items in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

#### **Verification of References**

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

## Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

### Tasks for the Research Manager 2 and 3

1. Overseeing program evaluation or projects ensuring the use of appropriate research methods while adhering to all legal and ethical standards.
2. Creating and implementing data collection methods and procedures to facilitate the collection of quantitative and/or qualitative data in accordance with research and program initiatives.
3. Providing information based on research findings to assist management in making decisions in the development of programs or procedures.
4. Providing customer service to internal and external clients, partners, and stakeholders by providing information to address customer needs.
5. Managing collaborative research activities involving internal and/or external stakeholders to ensure the completion of high profile projects.
6. Determining project scope, objectives, tasks, and leading or delegating work to ensure projects are completed in a timely manner.
7. Reviewing the work of staff and providing training and/or coaching to ensure work meets quality, quantity, and timeliness standards.
8. Developing and/or delivering presentations on a variety of topics (e.g., research studies, demonstration projects, program evaluations) to audiences with varying degrees of technical expertise.
9. Writing documents (e.g., white papers, issue briefs, technical briefs, fact sheets, concept papers) to summarize studies, explain an issue, and/or explain the need for changes to existing processes, procedures, or methodology.

### Tasks for the Research Manager 3 only

1. Monitoring, assessing, and managing the impact of external factors (e.g., legislation, budget, resources, deadline changes) that may affect program resources and activities.

2. Implementing and/or overseeing program hiring practices that adhere to all applicable regulations (e.g., Equal Employment Opportunity [EEO]) to ensure adequate staffing levels and expertise.
3. Managing the budget for a program including forecasting budget requirements, overseeing implementation, reviewing and updating budgetary needs, and/or preparing budget change proposals to request increased funding.
4. Direct, plan, or implement policies, objectives, or activities of organization/department to ensure continuing operations and maximize productivity by efficient allocation of resources.